

20 August 1976


OFFICE OF PERSONNEL MEMORANDUM NO: 20-17-27

SUBJECT: Office of Personnel Clerical Vacancy Notice System

1. This memorandum announces the establishment and implementation of a clerical vacancy notice system for the Office of Personnel. The purpose of the system is to promote the optimum use of existing OP clerical manpower resources and to make information about clerical assignment opportunities in the Office of Personnel available to as many OP clerical employees as possible.

2. The Vacancy Notices will be prepared by the Office of Personnel/Career Management Office and will be distributed to all OP clerical employees. Employees meeting the qualification requirements as stated on the Vacancy Notice may apply for the position by contacting the Career Management Office. Although not required, it would be appropriate for the employee to notify his or her supervisor of the interest and the application for the vacancy. Employees not selected to fill vacancies will receive a memorandum in response to their application.

3. Personnel planning and personnel development, as well as specific pertinent experience, may at times dictate the filling of a vacancy from the immediate office of the vacancy without publication of a Vacancy Notice. For the most part, however, it is expected that vacancies will be filled by applicants responding to a Notice. Only when a position cannot be filled internally in OP, either because of lack of interest, unavailability of personnel or failure of OP careerists to meet the required qualifications, will a vacancy be filled from outside the Office. In these instances an Agency wide Vacancy Notice will be used to advertise the position.

  
F. W. M. Janney  
Director of Personnel

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